

ASSISTANT CITY TREASURER

NATURE OF WORK

This is responsible supervisory work assisting the City Treasurer in the administration of the City Treasurer's Division.

Work involves responsibility for performing a variety of administrative duties freeing the City Treasurer for carrying out higher level responsibilities. Work involves assisting with the formulation and administration of policies and procedures related to the receipt, custody, investment and disbursement of City funds. This position exercises considerable independent judgment and applies acquired knowledges and skills in the performance of the broad accounting and administrative functions. General supervision is received from the City Treasurer who is consulted on policy matters. Supervision may be exercised over subordinate administrative and clerical employees.

EXAMPLES OF WORK PERFORMED

Assists in the administration of the division by coordinating the clerical operation which includes processing of City monies from the public and the various departments of the City; distributes the receipts to the proper funds; prepares the daily cash reports; maintains records relating to bank deposits and withdrawals; prepares statements of income or investments.

Participates in and supervises counter work in reference to parking violations and other information and answering questions.

Computes and files state sales tax on items sold.

Records Savings Bond transactions; reconciles accounts with bank statements.

Assists with the development and installation of improved procedures, methods and systems.

Confers with persons requesting service or making complaints and disposes of these cases in accordance with established division or department policies and regulations.

Acts for City Treasurer in his/her absence.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of state laws and city ordinances governing operations of the City Treasurer's Division.

Considerable knowledge of municipal taxation and financial methods and procedures.

Considerable knowledge of banking practices and methods involved in the receipt, investment, custody and disbursement of money and in keeping bank, cash and related fiscal records.

Considerable knowledge of accounting principles and practices, and of the basic principles of municipal finance.

Considerable knowledge of modern office management, principles and practices.

Knowledge of the principles and practices of public administration and accounting procedures.

Ability to properly interpret and make decisions in accordance with laws, regulations and policies.

Ability to plan, assign and supervise the work of subordinate administrative and clerical employees.

Ability to instruct and train subordinate employees.

Ability to establish and maintain effective working relationships with municipal officials, bank officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration, accounting or related field and progressively responsible experience in municipal finance, banking operations or investments plus some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration, accounting or related field; and professional level experience in work related to financial and banking operations, preferably in municipal finance and investments; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

3/96
Revised 7/99